



AMERICAN EMBASSY, NEW DELHI, INDIA

VACANCY ANNOUNCEMENT

for

RESIDENCE MANAGER

at

AMBASSADOR'S RESIDENCE

The Ambassador's Residence in New Delhi is seeking an individual for the position of Residence Manager.

Applicants must apply on Application form for Employment or submit a résumé/curriculum vitae providing the same information equal to what is found on the form. The form is available on Embassy website (see application procedures below).

Only applicants who are selected for the interview will be contacted.

OPEN TO: All interested candidates

POSITION: Residence Manager, Ambassador's residence*

OPENING DATE: August 30, 2012

CLOSING DATE: September 13, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: *The employee is paid by and under contract to the Principal Employer and s/he will not be considered an employee of the United States Government.

BASIC FUNCTIONS OF POSITION

Overall responsibility of managing and running the Residence with optimum levels of service and hospitality offered during events, visits and daily routine.

- Handles the planning and coordination of representational events working closely with Protocol Assistant in relation to scheduling and guest lists; includes staffing, furniture requirements, menu preparation, table/seating arrangements, ordering and purchasing necessary items, supervising deliveries/caterers/outside contractors (when applicable), and orchestration of all events.
- Ensure high standard of food, service, and hospitality offered to guest(s) and during events.
- Oversee staff in the preparation of all food served; food storage and service; food handling and sanitation procedures; compliance with health and safety standards; cleanliness, presentation.
- Be present for official and social events to oversee operations and ensure a successful event.
- Establish daily routines and upkeep of residence by supervising and managing entire Residence team.
- Maintain Petty Cash and Residence account records
- Manage all household expenses; control and account for funds, and inventory management of cellar, kitchen and pantry
- In coordination with COM's OMS, prepare ORE and representational vouchers, after reviewing for accuracy before submitting for COM's signature.
- Ensure the needs of the employees working at the COM's Residence are met, leave plans are approved in an equitable manner, salary levels are appropriate, and disciplinary issues are brought to the attention of appropriate officials.

QUALIFICATIONS & SKILLS REQUIRED

1. College degree/diploma required in Hospitality or Management field.
2. Minimum five years of job related experience.
3. Superior interpersonal skills to ensure proper etiquette and protocol are used when dealing with VVIPs, VIPs, and all guests.

4. Knowledge of menu preparation to include local and international cuisine and ensure variety in food preparation in compliance with dietary requirements of guests.
5. Ability to handle full spectrum of responsibilities for formal and informal dinners/luncheons/breakfasts, receptions, and high level visitors.
6. Accounting skills to maintain household records.
7. Proper etiquette skills for ensuring Residence and table settings adhere to requirements of event.
8. Office management skills for the financial aspects of the position including computer/internet/research ability.
9. Fluent English language skills to effectively interact with visitors. Fluent Hindi language skills when managing staff, local contacts, and to assist with translations for visitors.

TO APPLY

Interested applicants for this position should submit the following: Application for Employment available on website or résumé/curriculum vitae providing the same information equal to what is found on the form:

http://newdelhi.usembassy.gov/job_opportunities.html

SUBMIT APPLICATIONS TO

U. S. Embassy
Human Resources Office
Shantipath, Chanakyapuri
New Delhi 110 021

FAX: 2419-8056

Or

E-mail: NewDelhiOREVacancies@State.gov

Please insert **"Application for Residence Manager"** in the Subject of the E-mail. Applications without the Subject or with an incorrect Subject will not be accepted.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **September 13, 2012.**

AN EQUAL OPPORTUNITY EMPLOYER